



Volunteer opportunity with the potential for academic credit
GrowNYC Fundraising and Database Management Intern

GrowNYC

100 Gold Street, Suite 3300, New York, NY 10038

Fax: 212-788-7913

Organization Information

For nearly 50 years, GrowNYC has been transforming communities throughout the five boroughs by giving New Yorkers the tools and resources they need to make our city cleaner, healthier, and more sustainable. Whether it's operating one of our food access programs, building a new community garden, teaching young people about the environment, or increasing recycling rates through education, GrowNYC is hard at work in your neighborhood. GrowNYC is a 501(c)(3) not-for-profit organization that relies on donations to fund our programming.

Job Description:

Reporting to the Development Associate, the Development Intern will support a wide array of GrowNYC's fundraising efforts, including database management, volunteer coordination, funding research and mailing support. Candidates should be self-starters with high attention to detail and an interest in food systems, environmental issues, or non-profit administration. This internship includes access to formal training in Raiser's Edge, along with other related webinars and training opportunities.

Responsibilities:

- Maintaining data hygiene in Raiser's Edge
- Supporting development team with processes related to cultivation and stewardship of GrowNYC donors
- Assisting with all aspects of fundraising campaigns
- Conducting research on potential individual and institutional donors
- Coordinating fundraising volunteers at markets and other GrowNYC events

Qualifications:

- Proficiency in Excel
- Strong writing, computer, organizational, research, and interpersonal skills
- Interest in data management and CRM systems Leadership experience

Location & Hours:

The Development Intern will report to our office at 100 Gold Street in Manhattan 15 to 20 hours a week, with occasional assistance offsite.

Start & End Dates:

Candidates should be available to start by mid September 2019 with a commitment through December.

Compensation:

This is an unpaid volunteer opportunity. Applicants are highly encouraged to arrange to receive academic credit and/or scholarship compensation from their school.

How to Apply: Send your resume and cover letter to Bea Mora at bmora@grownyc.org.

GrowNYC is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, sex, age, disability, marital status or sexual orientation